

# LAKE FORK HEALTH SERVICE DISTRICT

## BOARD OF DIRECTORS- REGULAR MONTHLY MEETING

**Today's Date is Tuesday, January 31, 2023.**

**I.** The regular monthly meeting of the Lake Fork Health Service District was called to order by Lynn McNitt at 8:29 a.m.

**II. Roll Call:** In attendance were board members: Lynn McNitt, Jerry Johnson, Hector Gomez, Katie Elkins, & Jordan Kaminski

Excused absent are

Also present are Bob Downs & Nancy Chambers; via Zoom: Shari Heaton, Jim McGee & Sherry Huisman

### **Board of Directors:**

**President:** Lynn McNitt

**Vice-President:** Jerry Johnson

**Secretary:** Hector Gomez

**Treasurer:** Katie Elkins

**Board Member:** Jordan Kaminski

### **III. Workshop:**

#### **A. Executive Director Report-**

##### **1. Financials**

###### **a. November & December 2022 Financials & Patient Counts:**

2022 Medical TL for NOV 292	2022 Medical TL for DEC 238
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<b>TOTAL Patient Counts for 2022</b>	<b>3245</b>
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2021 Medical TL for NOV 235	2021 Medical TL for DEC 241
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<b>TOTAL Patient Counts for 2021</b>	<b>3485</b>
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2022 Dental TL for NOV 58	2022 Dental TL for DEC 23
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<b>TOTAL Patient Counts for 2022</b>	<b>583</b>
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2021 Dental TL for NOV 51	2021 Dental TL for DEC 59
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<b>TOTAL Patient Counts for 2021</b>	<b>608</b>
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- b. Total Dental Income was down from 2021 by almost \$36,000 and Total 400 Patient Services Revenue was down almost \$74,000. Gross Profit was down just over \$107,000. Total 649 Dental Expenses were up from 2021 by almost \$15,000. Total 640 Contract Labor was up \$13,000 from 2021 and Dues & Subscriptions were up almost \$13,000. Total 715 Personnel Expenses were down in 2022 by \$6,000. Total 735 Repair & Maintenance was up from 2021 by almost \$20,000. Net Ordinary Income was down \$154,000 in 2022. 890 Donation Income was up almost \$13,000 and 895 Grant Income was down \$33,000 in 2022. Total 896 Interest Earned was up \$5,000 in 2022. Total 902 Sales Tax was up almost \$8,000 in 2022. Total Other Income was down almost \$7,000 from 2021. Net Income was \$181,000 lower in 2022

- c. Wellness Grant Updates: Rachel requested an invoice from City Market and Cindy cut a check for 14 \$400 VISA gift cards for each (13) staff and 1 volunteer for wellness activities of their choice; there is a local business gift card spreadsheet for staff to choose up to \$300 in gift cards, staff are looking at swag options; Rachel was able to sign up the part time employees for the Employee Assistance Program.
- d. \$15,000 grant from the Corrigan-Goddard Foundation for Network infrastructure upgrades was received at the end of the year; hoping to use this for the Hardware: end user upgrades.
- e. Retirement package: the 03/26/2020 meeting minutes and recorded discussions stated that the retirement plan was implemented and will be added to the employee guidelines; this was a 457b plan and there would not be an expense for the district; there is no mention of part time or full time eligibility; when Rachel was told to put a retirement match program on the 11/2021 agenda, she does not recall any other information such as to reach out to Colorado Retirement Association to determine how this would work, what the expense would be to the district, if this was for all employees...Rachel only surveyed the employees to see if they would be interested in the program and if they would participate if there was a match. The 11/2021 minutes do not reflect what type of plan is being matched. After recent research, Rachel discovered that often there is no match on the 457b because there is an expense (FICA taxes) to the employer; most matching plans are the 401a plan but contributions would be mandatory for all eligible employees; not all of our employees would be interested in a mandatory contribution.  
*457b plan eligible for all employees without a match; can consider a matching program at a later date; discuss with staff in September 2023*
- f. Capital Authorization 2023-01: Phone system replacement: the Avaya phone system that is currently installed is outdated and unsupported, also caused quite a headache for Jim when he was trying to change the firewalls; he highly suggests going with the CommWest quote.
- g. Capital Authorization 2023-002: Otoscope Replacement: many of the rooms do not have fully functioning otoscopes
- h. Capital Authorization 2023-005: added to the packet this morning; requested to replace all hardware due to out of date equipment that is beginning to fail
- i. Endowment Board Apartment Refresh grant update: Rachel talked to Bernie yesterday about grant request and choosing the high priority needs in the apartments so we can also request funds for other projects and or medical equipment

2. **Discuss Resolution 2023-01: Designation of Meeting Day, Time & Place:** is anyone opposed to keeping the meetings on the last Tuesday of the month at 8:30am? *Keep the same time/day/place for 2023*

### 3. **2023 Election Update**

- a. Number of seats up for election: due to mistakes made in some of the last elections, the attorney has suggested that all seats be up for election so that we can get back on the 3,2,3,2.... election cycle
- b. Review Resolution 2023-02: Polling place
- c. Review revised Cancellation of Election 2022: because of errors in the 2022 election, and because we are putting all 5 seats up this year, it changes the dates on the Cancellation of Election 2022; Joe McConnell with DOLA requested the BOD approve the revisions.
- d. Review Term Limits: page 2 of the SDA manual states that Directors are limited to two consecutive terms of office unless the voters of the District lengthen, shorten or eliminate that limitation. Rachel can't find any documentation that states anything different than the 2 term limit.



4. **Business Development:** *Katie & Rachel will start meeting prior to BOD to discuss P&L & presentation will change; mentioned the need to stay on top of transfers from the general account to savings to increase the interest earned amount; we need to add Jordan and Hector to CO Trust and remove Gina Carr, Julie Stephens, Mike Schell & Jessica Whiddon*
5. **Community Relations-** *Health Fair May 6<sup>th</sup>; EMS Appreciation Dinner Feb 17<sup>th</sup>, Jerry thanked Dr. McGee for joining and Dr. McGee was appreciative of the BOD and providers & will be working with Region 10*
6. **Personnel**
  - a. Medical Director compensation negotiation: *Jerry recapped the process of discussions; Gattis agreed to the \$7.50/hr raise for 2023 effective 01.2023; back pay for not receiving 3% COLA in 2021 & 2022 ~\$6,241; back pay will also be given to Bob for 3% 2020/ & 2022 COLA; Sherry will receive 3% COLA for 2023; Rachel shared the spreadsheet showing merit and COLA raise over the last 5 years.*
  - b. Nursing shortage update: *one FT RN position interview and two PT MA position interviews*

#### 7. **SDA Manual- Chapter III Board Meetings:**

**Calling the Meeting:** Designation of Time & Place: the BOD must designate & post the time & place for all BOD meetings & also designate a place to post the required 24 hour agenda notices: Electronic Notice: must be accessible at no charge to the public, to the extent feasible, make notices searchable by type of meeting; date, & time of meeting; agenda contents & any other category deemed appropriate & consider linking notices to any appropriate social media accounts for the District; the website shall be provide to DOLA; if a District posts notices on a website they can also chose to post by other means, but it is not required

24HR Notice (non-electronic): public posting of notices must be done within 24 hours of the start of the meeting

Requested Notice: the District must keep a list of all persons requesting notice of all meetings or of meetings when certain specified policies will be discussed & provide *reasonable* advance notice to such persons; they should remain on the list for two years; what constitute *reasonable* notice is left to the discretion of the District; inadvertent failure to provide notice to a listed person will not invalidate the meeting or actions taken

Change of Regular Meeting & Scheduling of Special Meetings: notice must be posted in one of the ways discussed above.

Notice to Directors: All Directors must be notified of any regular or special meeting

Location of Meetings: other than telephonic or electronic meetings, all meeting must be held in locations within the District boundaries

Telephonic or Electronic Meetings: *Location* means the physical, telephonic, electronic or other virtual place, or combination of such means, where a meeting can be attended; notice must include links for the public to attend

Open to the Public:

All meetings of a quorum of the BOD at which public business is discussed or formal Board action may be taken must be open to the public; open meeting requirements apply to formal meetings of the Board and study sessions; open meetings must be open to all members of the public; the use of recording devices at open meetings is neither prohibited nor permitted by the CO statutes (legal advice is suggested to determine parameters of recording devices at open meetings)

Rules of Procedure: the BOD may adopt standard rules or procedure to govern how meetings are conducted; included in the bylaws

Voting: a quorum must be present before the District can take any official act or vote; proxy vote is not permissible; the Chairman/President can make motions and vote



**Attendance:** attendance is mandatory; can be made via telephone conference or other electronic means; any absences will be noted and excused (where appropriate) in the minutes; a Director's office will be deemed vacant for failure to attend 3 consecutive regular meetings without the BOD having entered in the minutes an approval for additional absence(s)

**Minutes:** the Secretary of the BOD must keep accurate minutes of all BOD meetings; shall be kept in visual text format that may be transmitted electronically and shall be open to public inspection upon request; minutes must be kept indefinitely

**Executive Sessions:** these are closed to the public & may only be called at a regular or special meeting by affirmative vote of 2/3 or the quorum present; should be noted on the agenda for all meetings whenever possible; the Chairman must announce & the minute reflect one of the following topics of discussion for a valid executive session- purchase, acquisition, lease, transfer, or sale of any property interest; conferences with the District's attorney regarding legal advice on specific legal questions; confidential matters pursuant to state or federal law; security arrangements or investigations; negotiations; personnel matters, identifying the person or position to be discussed, except if the employee who is the subject of the executive session has requested an open meeting, or if the personnel matter involves more than one employee, all of the employees must request an open meeting; items concerning mandatory nondisclosure under the Open Records Act; discussion of individual students where public disclosure would adversely affect the person...discussions in an executive session shall be electronically recorded, including the specific citation to the CO Revised Statutes that authorizes the BOD to meet in an executive session & the contents of the discussion; executive sessions between the BOD and the District's attorney regarding specific legal questions are confidential and protected by attorney-client privilege & do not need to be recorded; if not recorded, the attorney must attest to the portion of discussion not recorded; no formal action or vote can take place in executive session; the District must retain recordings for at least 90 days.

**Special Meetings/Study Sessions:** special meetings may be included in study sessions at which information is presented to the BOD but no official action can be taken; special meetings may also be meetings set outside the regular BOD meeting schedule at which the BOD may take official action; may be conducted after posting notice at least 24 hours prior; must be conducted with a quorum; minutes must be promptly recorded for any meeting at which any formal action takes place or at which an executive session occurs & the minutes are open to public inspection; check with legal counsel regarding electronic recording

**Meetings-Exchange of Emails:**

If a quorum of the BOD exchange electronic mail to discuss pending legislation or other public business, the mail is subject to the requirements of the Open Meetings Act; mail that does not relate to the merits or substance of pending legislation or other public business, including scheduling & availability or mail that was sent by a Director for the purpose of forwarding information; responding to an inquiry from an individual who is not a BOD or posing a question for later discussion shall not be considered a meeting

**Resolutions & Motions:** official action of the BOD may be taken in an open meeting through the adoption of a resolution or by a motion duly made & passed by a majority vote

### **Board Members Report-**

1. **Lynn:** reminder to schedule interview with Janice Welborn for Strategic Planning workshop; interview went well & appreciated Janice's input and come out of the interview looking forward to workshop; same sentiment from other Directors
2. **Jerry:** none
3. **Katie:** asked Rachel to prepare a grant spreadsheet to see how money is being spent
4. **Hector**
  - a. Apartment refresh: *discussed above*

- b. Generator repair: replaced defective rotor but they can't get more than 51 volts; going back to Generac factory to figure out the problem; generator does not work; it will have remote monitoring for Rachel, Hector & Off The Grid
- c. Reception Security: Hector discussed Kevlar for the walls and the security glass for the reception area

5. **Jordan:** none

B. **Medical Director Report-** none

C. **Dental Director-**

- 1. PRN Hygienist- paperwork received, but not replying to my email to come in for a site visit
- 2. In an email to Rachel after requesting if John had anything to mention: *"After reading Bernie's email and looking into the company he referenced, Next Fifty Initiative, I was hoping to consult with him to get a grant for the Dental clinic. One of the best investments at this time would be to secure a digital scanner, which replaces the need to take impressions for crowns, dentures, and any other procedure requiring an "impression". I've done some research into these scanners and one in particular, of which I've sent some information on, is very reasonable from a cost perspective, and has exceptional reviews. One of the largest costs for a dental clinic is for impression materials. A scanner essentially drops that cost to close to zero, so it pays for itself in a couple of years. They are much more accurate than typical analog impressions, more comfortable for the patient, and since its digital, the file can be emailed instantly to a laboratory that makes the crown or denture, saving on shipping costs and eliminating cases getting lost in the mail."*

D. **Strategic Planning Update-**

- 1. One day strategic planning: Bernie sent the agenda for our one-day workshop on February 20<sup>th</sup>

E. **Any other items-**

- 1. Jim Hunsicker-IT report- see Core networking/Firewall Tech Refresh & Tech Status as of 01.2023
  - a. Website and logos: see website: *Directors would like to see other colors of the mountain scene logo keeping the cross red*
  - b. Security Camera Quote: replacing existing cameras with better quality cameras; *Jordan is concerned about administrative rights, retention of records*
  - c. Hardware: end user replacement: added HP quote to packet

#### **IV. MEETING-** 10:46am

**A. Consider any updates to and approvals of the meeting agenda:**

**Motion:** Jordan

**Second:** Jerry

**Vote:** all vote yes

**Motion carries**

**B. Consider approval of retirement package amendments:** *457b plan for all employees regardless of hours with NO match*

**Motion:** Hector

**Second:** Katie

**Vote:** all vote yes

**Motion carries**



**C. Consider approval of Capital Authorization 2023-001: Phone System Replacement:**

**Motion:** Jerry

**Second:** Jordan

**Vote:** all vote yes

**Motion** carries

**D. Consider approval of Capital Authorization 2023-002: Otoscope Replacement:** *request 50% match grant from Endowment Fund*

**Motion:** Hector

**Second:** Katie

**Vote:** all vote yes

**Motion** carries

**E. Consider approval of Resolution 2023-01: Designation of Meeting Day, Time, & Place:**

**Motion:** Hector

**Second:** Jerry

**Vote:** all vote yes

**Motion** carries

**F. Consider approval of Resolution 2023-02: Polling Place:**

**Motion:** Katie

**Second:** Jordan

**Vote:** all vote yes

**Motion** carries

**G. Consider approval of revised Cancellation of Election 2022:**

**Motion:** Jordan

**Second:** Hector

**Vote:** all vote yes

**Motion** carries

**H. Consider approval of compensation package for Medical Director:**

**Motion:** Hector

**Second:** Katie

**Vote:** all vote yes

**Motion** carries

**I. Consider approval of Minutes from prior workshop meeting 01/12/2023:**

**Motion:** Hector

**Second:** Jordan

**Vote:** all vote yes

**Motion** carries

**J. Consider approval of Minutes from prior board meeting 12/13/2022:**

**Motion:** Katie

**Second:** Jerry

**Vote:** all vote yes

**Motion** carries

**K. Consider approval of transfer of funds form the 1511 General Fund to CO Trust:** *move anything over \$250,000 from 1511 to CO Trust*

**Motion:** Hector

**Second:** Jerry

**Vote:** all vote yes

**Motion carries**

**L. Consider approval to adjust Bob Downs pay for 2021 & 2022 COLA increase:**

**Motion:** Jordan

**Second:** Jerry

**Vote:** all vote yes

**Motion carries**

**M. Consider approval to adjust Sherry Huisman pay for 2023 COLA increase:**

**Motion:** Hector

**Second:** Katie

**Vote:** all vote yes

**Motion carries**

**N. Consider approval of Capital Authorization 2023-004 for end-user upgrades of Hardware:**

**Motion:** Hector

**Second:** Jordan

**Vote:** all vote yes

**Motion carries**

## **V. CITIZEN COMMENTS FROM FLOOR:**

## **VI. Adjourn**

Meeting is adjourned at 11:06 a.m. Next meeting will be on Tuesday, February 28, 2023 at approximately 8:30 a.m. in the Zeller Wellness & Education Center in the Mosley Health Care Complex.

(President)

Date

Lynn McDitt

2/28/23

(Secretary)

Date

(Recording Secretary)

Rachel

Date

2/28/23